



U.S. PASSPORT INFORMATION U.S. Embassy Guatemala City

**Passport Renewal for Adults
will be processed by appointment only**

To make an appointment go to
[Appointment system](#)

Make sure that you meet the requirements and have **all** the documentation ready the day of the appointment.

Please be informed that a **SOCIAL SECURITY NUMBER IS REQUIRED** in order to process the passport application. If you have never had or applied for a social security number, you will be required to submit a declaration under penalty of perjury that you were never issued a social security number (this document will be provided at the Embassy upon your arrival).

Please note that for any documents that require notarization, we can only accept documents notarized by a consular officer at the U.S. Embassy in Guatemala, by a notary public from the United States or by a consular officer at other U. S. consular facilities overseas. We cannot accept local Guatemalan notaries.

Please also note that applicants are responsible for providing translations of court documents, if required by the consular officer.

Adult Applicants (16 Years and Older)

You qualify for a Passport Renewal Process for adults if your case meets the following conditions:

- You have with you your U.S. passport book and/or U.S. passport card.
- You were at least 16 years old when your most recent U.S. passport book and/or passport card was issued.
- Your most recent U.S. passport book and/or passport card was issued less than 15 years ago.
- Your most recent passport has not been lost, stolen, mutilated, or damaged.
- You use the same name in your most recent U.S. passport, or you have had your name changed and can submit proper documentation to reflect your name change.

NOTE: if some of these conditions are not met, you should follow the same procedures as if your case was a First Time Passport.

The day of the appointment applicants should bring:

- ☐ Passport application forms filled out online and printed (DS-82). Go to: <https://pptform.state.gov/>
- ☐ Current passport. If your current passport is unavailable, please read instructions for **lost or stolen passport**. If your current passport was issued more than 15 years ago or when you were younger than 16 years you need to schedule an appointment and proceed as if it was a **first time passport**.
- ☐ One (1) color passport [photo](#), 2" x 2" on white background. Check photo requirements
- ☐ In case the applicant is unable to sign, the applicant will be required to bring a previously-known witness who must fill out form [DS-71](#).
- ☐ **Fee** payment (to pay at U.S. Embassy):
 - Fees are US\$110.00 for adults whose previous passport was valid for 10 years and issued less than 15 years ago, and US\$145.00 for adults whose previous passport was valid for 10 years and issued more than 15 years ago.
 - It can be paid in cash, (Quetzales or US dollars), or with a credit card.
 - **WE DO NOT ACCEPT CHECKS OR TORN, MARKED OR STAINED DOLLAR BILLS.**
 - If you are paying with cash, please bring exact change.

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Passport applications are sent to the United States for printing, and take approximately **ten business days** to process. Your process will be delayed significantly if you are missing any of the requested documents. You will receive a pick up note indicating when your passport will be ready to be picked up at the American Citizen Services Unit or a courier bill for the local delivery companies (optional service).